

PLEASE POST

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THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE
EXAMINATION ANNOUNCEMENT

POSITION POSTED: RESEARCH LAW CLERK – (PPO LAW CLERK)
SALARY: \$45,045.00
DATE POSTED: November 22, 2005 thru December 9, 2005
LOCATION: Coleman A. Young Municipal Center

ELIGIBILITY: This announcement is open to anyone who meets the minimum qualifications.

QUALIFICATIONS: 1). Be licensed to practice law in the State of Michigan. Preferred: Two (2) years experience in the practice of law or the equivalent. 2). Possess strong interpersonal communication skills. The successful candidate must be able to effectively communicate and harmoniously interact with the judges assigned to the PPO (Personal Protection Order) docket, the public, court staff, and liaisons from police departments. 3). Have a working knowledge of computers, including but not limited to word processing programs and on-line legal research programs. The successful candidate shall be required to quickly become familiar with the operation of relevant internal docket management programs. 4). Have a practical knowledge of the substantive and procedural law concerning PPOs, as well as related areas of law. Preferred: Practical experience in domestic violence issues as well as familiarity with the services offered by the various programs and shelters that are available in Southeast Michigan. 5). Possess strong legal writing and research skills. 6). Have the ability to work without direct supervision.

DESCRIPTION OF WORK:

As a member of the staff of the Judicial Assistant's Office, and under the general supervision of the Court's Family Division Legal Counsel, the PPO Law Clerk is responsible primarily for making recommendations to judges assigned to the PPO docket for the disposition of PPO petitions and secondarily, completing legal research projects as assigned by the Court's Family Division Legal Counsel. More particularly, the PPO Law Clerk has the following duties:

1. Review PPO petitions for legal and factual sufficiency.
2. Utilize internal docket management programs to obtain additional pertinent information about the petitioner.
3. As necessary, interview PPO petitioners for further information and clarification about their petitions.
4. As needed, inform PPO petitioners as to the availability of legal assistance, domestic violence programs, domestic program literature or appropriate forms, and act as liaison regarding domestic violence training programs for judicial staff and police personnel.
5. Make written recommendations to the assigned judge for the disposition of PPO petitions.
6. Perform other duties as necessary for the proper functioning of the PPO courtroom.
7. Complete legal research projects at the direction of the Family Division Legal Counsel.

SELECTION: Resumes will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based upon appropriate job-related criteria. Applicant's information on resumes and subsequent verification thereof may be used to determine applicant's qualifications for this position. The Court may limit further consideration only to the applicants appearing to be the most qualified. A written examination will be required. Based on the results of the written examination, up to ten applicants may be selected for oral appraisals.

APPLICATION PROCEDURE AND DEADLINE: Resumes, law school transcripts, and a writing sample of no more than ten (10) pages must be received no later than 4:30 p.m. on the last day of this posting, at the Office of Human Resources, Suite 720 Coleman A. Young Municipal Center, Two Woodward Avenue, Detroit, MI. 48226. Applicants with disabilities may be entitled, under State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodation because of a disability, please call 224-7018.

POSTING: This notice must remain on all bulletin boards until the filing date has expired.

"AN EQUAL OPPORTUNITY EMPLOYER"